

New Villages Development Authority for Plantation Region (NEVIDA)

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF
“MANAGEMENT ASSISTANT -TECHNOLOGICAL”**

File No : NVDA/SOR/01.....
MSD File No : DMS/1849.....

1. **Employee Category:**

Management Assistant – Technological/Technical

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

Functions / Activities of technological nature specifically assigned by the Appointing Authority / C.E.O. to persons possessing technological qualifications not below the National Vocational Qualifications (N.V.Q.) Level 5, in order to facilitate / support / supplement the discharging of duties by the Managerial, Administrative and Executive Grades of the Organization.

(b) **Posts falling within this service category:**

Accounts Assistant.

(c) **Job Description**

1. Assisting accountant in carrying out accounting functions
2. Supervising work of Account Assistants and guiding them
3. Preparation of accounts, reports on monthly, quarterly and manually to be used as Management information.
4. Keeping custody of cash and financial assets including cheques when and where necessary.
5. Keeping custody of ledgers, journals, books and any other accounts records.
6. Maintaining records of all assets
7. Any other duties assigned by the supervising officer.

3. **Nature of Appointment**

Permanent with entitlement to Employees` Provident Fund and Employees` Trust Fund.

4. Salary Scale, Efficiency Bar and Employment Structure

**4.1 Salary Code and the Monthly Salary Scale of the employee category *
w.e.f. 01.01.2016**

MA 2-1 - 2016 Rs. [30,310 - 10 x 300 – 7x350 - 4 x495 - 20 x660 – 50,940/-]

4.2 Structure of grades and the initial salary step applicable to each grade:

Grade	Relavant Initial Salary Step	MA 2-1
III	1 st Step	Rs.30,310
II	12 th Step	Rs.33,660
I	23 rd Step	Rs.38,400

In every letter of appointment salary code, salary scale and the structure of grades should be mentioned. When promoting from one grade to another within each category it is not necessary to issue a fresh letter of appointment and issuing a letter of promotion is sufficient.

4.3 Cadre:

Accounts Assistant -

For the purpose of promotion from grade to grade within the employee category, all grades will be considered to be within a combined cadre. The cadre here means the approved total cadre for all grades under the employee category.

4.4 Efficiency Bar:

The Efficiency Bar Examination is a Written Examination. All employees in this category,

4.4.1 Should pass the 1st Efficiency Bar Test within 03 years from the date of appointment to the Grade III.

4.4.2 Should pass the 2nd Efficiency Bar Test within 03 years from the date of promotion to the Grade II.

4.4.3 Should pass the 3rd Efficiency Bar Test within 05 years from the date of promotion to the Grade I.

4.4.4 Relevant syllabus is given in the paragraph 7. If an employee fails to get through the efficiency bar test during the prescribed period, he/she shall be dealt with in terms of provisions of the Establishment Code and the Manual of Procedure of the Institute.

4.4.5 Efficiency Bar Examinations can be held once a year or as and when necessary.

- 4.5 In addition to the above efficiency bar requirements, all employees should acquire proficiencies and competencies which will be prescribed by the Government from time to time.

5. Recruitment to Management Assistant – Technological Category:

5.1 Qualification Required

5.1.1 External Candidates:

01. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission in the subject of Accountancy or Commerce.

5.2 Age:

Age should be not less than 18 years and not more than 45 years. The Upper age limit will not apply to the internal candidates.

5.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

5.4 Recruitment Procedure:

As determined by the Board of Management, recruitment will be done after calling applications through a public advertisement or a newspaper advertisement and on the results of a written competitive examination and / or a structured interview conducted by a panel appointed by the appointing authority.

- i. All recruitments to this category and the promotions within the category should be strictly in compliance with the provision of this Scheme of Recruitment.
- ii. The Manual of Procedures (M.O.P.) of the institution shall be applicable to terms of employment after recruitment and all matters pertaining to that.
- iii. The provision in this Scheme of Recruitment shall supersede the provision in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

5.4.1 Written Competitive Examination:

Subjects for the examination

- Language Proficiency
- Aptitude Test
- Subject knowledge relevant to the post

Language Proficiency:

This paper will consist of questions to test the candidate's ability of expression, comprehension, spelling and knowledge in the application of simple rules of grammar.

Aptitude Test:

This paper will be designed to test the aptitude and ability of the candidate to perform his/ her official duties.

Subject knowledge relevant to the post:

This test is to assess the subject knowledge of the candidate relevant to the post.

Candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least of 50% of the total marks to pass the recruitment examination.

5.4.2. Structured Interview:

Marks allocated for the interview are as follows:

- | | |
|--|------------|
| • Relevant additional experience | - 30 Marks |
| • Relevant additional Education qualifications | - 30 Marks |
| • Other achievements | - 15 Marks |
| • Performance at the interview | - 25 Marks |
| | ----- |
| | 100 Marks |
| | ===== |
- If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.
 - If selected through a structured interview - appointments will be made purely in the order of merit at the interview.

5.5 All recruitments to this category will be only to Grade III. Number of recruitments to be decided as per the number of vacancies within the category.

5.6 Qualifying date:

The applicant will be treated as qualified for application for a post only if he/she has completed the necessary qualifications specified under 5.1, 5.2 and 5.3 before the closing date of applications.

5.7 Confirmation

An external candidate appointed to the Grade III of this category will be on probation for a period of three years from the date of assumption of duties. If his/her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/she will be confirmed in the post at the end of the period of probation. The persons recruited internally who are already confirmed in a post in the institute will be subjected to an acting period of one year.

6. Promotions:

The promotional procedure, based on performance, shall be as follows:

6.1 Promotion from Grade III to grade II of the category:

6.1.1. Average Performer

(a) Pre-requisites

- Should have been confirmed in the post
- Should have completed a minimum of 10 years of service in Grade III and earned ten (10) salary increments
- Showing an average or above average performance according to the approved scheme of performance appraisal during a period of 10 years preceding the promotion.
- Should have completed 05 years of satisfactory service preceding the promotion
- Should have achieved the necessary level of proficiency in second language.
- Successful completion of due Efficiency Bars.

(b) Mode of Promotion:

Through the application forms introduced by the New Villages Development Authority for Plantation Region, a request should be made by the qualified employees. Action will be taken by the Appointing authority, after verification of qualifications, to

promote the qualified employee to Gr. II, with effect from the qualifying date.

6.2 Grade II to grade I promotion in the post

6.2.1 Average Performer

(a) Pre-requisites

- Should have completed a minimum of 10 years of service in Grade II and earned ten (10) salary increments
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Showing an average or above average performance according to the approved scheme of performance appraisal during a period of 10 years preceding the promotion.
- Successful completion of all due Efficiency Bars.

(b) Mode of Promotion:

Through the application forms introduced by the New Villages Development Authority for plantation Region, a request should be made by the qualified employees. Action will be taken by the appointing authority after verification of qualifications, to promote the qualified employees to Gr. I, with effect from the qualifying date.